

## **Fundraising Policy/Bowen Island Community Foundation**

### **For Third Party Fundraising Initiatives**

Thank you for considering the Foundation as the recipient of proceeds from your fundraising initiative. The following information provides guidance for individuals, businesses and organizations considering a fundraising initiative. Through your fundraising efforts and the support of the Foundation, you are helping to foster a healthier, more vibrant and more caring community.

#### **Overview**

The Foundation is, from time to time, the recipient of proceeds of fundraising events organized by community-minded individuals, organizations or businesses. These events are defined as “Third Party” initiatives -- the organizers are responsible for the planning, promotion and expenses associated with the event, with the proceeds donated to the Foundation.

While the Foundation is extremely grateful and appreciative of such efforts and the donations that flow from them, it is important that these Third Party events are consistent with the Foundation’s values, brand and mission. To that end it is necessary for any fundraising event or activity to be associated with the Foundation to receive approval prior to the use of its name. The following section sets out the conditions that apply to such an approval.

#### **Fundraising Initiative: Approval & Compliance**

Any individual, organization or business is eligible to fundraise for the Foundation, or for a fund held by the Foundation, provided that:

1. The third party fundraiser ensures transparency and accurate record keeping for issuing of official donation tax receipts, and shares the required information with the Foundation for the purposes of issuing official donation tax receipts in a timely fashion.
2. The third party fundraiser agrees to provide the Foundation with a full accounting of the monies or that portion of the monies donated to the Foundation.
3. The third party fundraiser will disclose to the Foundation the amount of any funds received by the participants as a result of their involvement in the fundraising event.
4. The Foundation must be notified, in advance, of all fundraising initiatives held on its behalf, or on behalf of any fund held at the Foundation.

These steps ensure that we are aware of your initiative and provide assurance that it is in keeping with our Foundation's brand and mission. Any individual, organization or business wishing to conduct a fundraising initiative using the Foundation name, or the name of any Fund associated with the Foundation as a recipient of the proceeds, must first contact our administrator, Julia McCaig via email: [info@bowenfoundation.com](mailto:info@bowenfoundation.com)

The Foundation will not lend its name or support to the following types of fundraising activities, including, but not limited to:

- Events that encourage/involve behaviour that is not consistent with our Foundation's brand, mission, values and programming activities
- Activities that involve a professional fundraiser, telemarketer and/or agreement to raise funds on a commission bonus or percentage basis
- Direct solicitation (door-to-door canvassing, telemarketing or the use of non-Foundation internet methods)
- Events involving the promotion of a political party or candidate, or appearing to endorse or oppose any political activity locally, provincially or federally.

The Foundation reserves the right to decline participation and support for any fundraising initiative that does not fall within our mandate. The Foundation may also, at any time, withdraw the right to use its name or the name of any Fund associated with the Foundation for fundraising or other purposes, and all such fundraising activities shall immediately cease.